App. F. IX-4

40-41

Previous References ~~193~~. (Pt 5)

File No. 70.40

Serial Nos. 19+20

Later References.

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

Part B for Feb 41

SUBJECT.

Standard lists of Departmental, Financial + common forms req'd by the Chief Inspr of Accts + Deputy

To The Inspr of Pkg. Ch. Inspr of Accts — Comptr of Lt —

20)

WD 0573—GPB—22,500—12-9-39

6189-91 of 22/1

Sanction the —

4/3

No. P. C. 227.

Encl. 3 statements in duplicate

OFFICE OF THE SECRETARY, PRESS COMMITTEE.
GOVERNMENT PRESS,

Bangalore, dated ..... 10th Jan. ..... 1941.

DEVY. DEV. DEPTT. 13 JAN 1940 MYSORE

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.

TO

The Secretary to Government,
Development Department, Bangalore.

GEN. & REV. SECTT. 15 JAN. 1941 FOREST BRANCH.

~~PTS 70-40-81~~
PTS 70-40-19

I have the honour to submit herewith in duplicate three standard lists of Departmental, Financial and Common forms required by the Mines and Explosives Department, countersigned by the Chief Inspector of Mines and Explosives in Mysore, and to request you to kindly obtain sanction of Government, for the same. One copy of each may kindly be returned to this office for reference.

I have the honour to be,

Sir,

Your most obedient servant,

SECRETARY,
PRESS COMMITTEE.

DRS.

Submitted.

The Administrative Sectt. may perhaps be requested to record their opinion in the matter first.

For favour of remarks

Director

2:17 2

Serial No.

The list may perhaps be approved
May be approved
4-2-41

Dev: Secy and
4/2

5. FEB. 1941
GOVT. OF MYSORE

Submitted with a draft for approval

Dr.
14.2.41

Secy.
6/2

20 1. The Supdt. G.P.O. Secy P.C., the Comptroller & the Chief Engr. of M.E.
No. AF 6189-91 Dy 22-2-41
Sanctions the three Standard lists of various forms regd by the Municipal Depts.

GEN. & REV. SECTT.
2 SEP. 19..
GOVT. & FORMS BRANCH

NOTE—Contn. Sheet.

STANDARD LIST OF FORMS OF THE CHIEF INSPECTOR OF MINES & EXPLISIVES DEPARTMENT.

WD —GPB—1,000—22-10-4

Serial Number	Authority	Form No. or page of Manual	Name of the form or register	Size of form or register	No. of pages in the register	Whether to be printed on one side or both sides	Nature of binding	Whether to be perforated, ruled or page numbered and book numbered	Kind of paper	Period of supply	Quantity	Remarks
27		26	Statement showing the number of and names of persons prosecuted in connections with the explosives.	½ F.C	Nil	One	Nil	Nil	20 lbs F C	Once in 5 years	250	
28		27	Cash Receipt books.	)								
29		28 A	- Do - duplicate	) Only the financial form No.1 has to be used as decided by the Press) Committee.								
30		28	Statement of mortality ... Mines.	Discontinued.								
31		29	Office note.	)								
32		30	Continuation sheet.	) Common forms may be used.								
33		31	Docket from for patching certificates.	Discontinued.								
34		32	Letter of intimation duplicate tickets.	Discontinued.								
35		33	Facing sheet of contents of records files	Common form may be used.								
36		34	Letter form.	Common form may be used.								
37		35	Table of contents.	Discontinued.								
38		36	Form cancelled.									
39		37	First information repo of Explosive accidents.	½ F.C	Nil	Both	Nil	Nil	20 lbs F.C	Once in 5 years	1,500	
40		38	Medical certificate accompanying Explosives accidents.	½ F.C	Nil	One	Nil	Nil	-do-	-do-	1,500	

41	39	Report of Inspection of Government Magazines in charge of Public Works and allied Departments.	½ F.C	Nil	One	Nil	Nil	-do-	-do-	500
42	40	Return of ore produced and exported or utilised.	-do-	Nil	One	Nil	Nil	-do-	-do-	2,000
43	41	File covers of reports of mining accidents.	-do-	Nil	One	Nil	Nil	Rough Cartridge	-do-	500
44	42	File covers for mining lease.	(Common form may be used.							

COUNTERSIGNED

(Sd) K. Suraiswamier

CHIEF INSPECTOR OF MINES AND EXPLOSIVES.

Bangalore,
Dated 12th December 1940.

DRS.

R Ramgamma

SECRETARY,
PRESS COMMITTEE.

Ons.

STANDARD LIST OF FORMS, OF THE Chief INSPECTOR OF MINES & EXPLOSIVES DEPARTMENT.

WD —GPB—1.00

Serial number	Authority	Form No. or page of Manual	Name of the form or register	Size of form or register	No. of pages in the register	Whether to be printed on one side or both sides	Nature of binding	perforated, ruled or page numbered and book numbered	Kind of paper	Period of supply	Quantity	Remarks
1		1	Report of Accidents.	F.C.	Nil	Both	Nil	Nil	20 lbs F.C.	Once in 2 years	2,000	
2		2	Accident Enquiry report.	½ F.C	Nil	One	Nil	Nil	-do-	-do-	1,200	
3		3	Continuation sheet -do-	-do-	Nil	One	Nil	Nil	-do-	-do-	1,200	
4		4	Schedule of Enquiry report.	-do-	Nil	One	Nil	Nil	-do-	-do-	1,200	
5		5	Deposition form.	-do-	Nil	One	Nil	Nil	-do-	-do-	1,500	
6		6	Accident register.	F.C.	200 Pages	Both	Card board with calico	Ruled	H.M. F.C.	On requisition.	2	
7		7	Charge sheet in connection with Accidents in Mines.	½ F.C	Nil	One	Nil	Nil	20 lbs F.C.	Once in 5 years	250	
8		8	Chit book for certificate of Engine Drivers I & II ~~class~~ classes.	-do-	50 Pages	Both	Card board with half calico.	perforated page numbered	H.M. F.C.	On requisition.	6	
9		9	Engine Drivers cerfificate First class.	-do-	100 "	Both	-do-	do-	-do-	-do-	2	
10		10	-do- Second Class.	-do-	100 "	Both	-do-	do-	-do-	-do-	2	
11		11	Chit book of certificates of mestries and blasters.	-do-	50 "	Both	-do-	do-	-do-	-do-	25	
12		12	Mestries certificate books.	-do-	100 "	Both	-do-	do-	-do-	-do-	8	
13		13	Blaster's certificates.	-do-	-do-	-do-	-do-	do-	-do	-do-	6	
14		14	Statement showing the output and value, etc., of gold produced and labour	-do-	Nil	One	Nil	Nil	20 lbs F.C	-do-	200	

15	15	Statement of output of value of Minerals	=do-	Nil	One	Nil	1	-do-	Once in 2 years	400
16	16	Statement showing the materials treated and gold obtained.	-do-	Nil	One	Nil	1	-do-	-do-	400
17	17	Schedule of work done and labour employed.	-do-	10 leaves	Both	paper(booklet) cover	1	-do-	on requisition	100
18	18 A	Schedule of work done and labour employed minfrals other than gold.	-do-	6 "	Both	No cover booklet	Nil	-do-	-do-	100
19	18	Statement showing the quantity and approximate value of fine gold obtained in the Mines.	F.C.	Nil	One	Nil	Nil	-do-	Once in 5 years	150
20	19	Record of fatal and serious accidents.	-do-	Nil	One	Nil	Nil	-do-	-do-	500
21	20	Register of materials treated and gold obtained.	-do-	50 leaves	Both	Card board half calico	Nil	-do-	-dn requisition.	5
22	21	Register of gold sales account.	-do-	-do-	-do-	-do-	Nil	-do-	-do-	5
23	22	Register of Explosive accidents.	-do-	50 leaves	Both	Card board ½ calico	Nil	-do-	-do-	2
24	23	Schedule of Explosive accidents.	½ F.C	Nil	One	Nil	Nil	-do-	Once in 5 years	400
25	24	Statement of licenses granted by the District Magistrates under the Mysore Explosive Acts and rules.	-do-	Nil	One	Nil	Nil	-do-	Once in 2 years	1,000
26	25	Statement showing the number of Inspections of Explosive premises.	-do-	Nil	One	Nil	Nil	-do-	Once in 5 years	500

chief 4

Standard list of Financial Forms required by the Inspector of Mines and Explosives in Mysore, Oorgaum, (K.G.F.).

No.of form.	Name of forms.	Quantity required for a year.
Finl.4.	Payees' Receipt. ..	1 book.
" 11.	Gazetted Officers' Pay bills. ..	~~60~~ 100
" 13	Travelling Allowance bills. ..	~~26~~ 40
" 14	Schedule of Establishment. ..	4
" 16	Detailed bill of permanent Establishment.	~~25~~ 48
" 17	List of absentees. ..	18
" 19	Acknowledgment of Permanent Advance. ..	3
" 21	Receipt for Service Postage Labels. ..	24 forms.
" 24	Detailed contingent bill payable at Treasuries.	36
" 26	Refunds of Revenue. ..	24
" 34	Statement of recoveries in the Establishment bill on account of advances. ..	24
" 41	Stock Certificates. ..	12
" 42	Monthly statement of premia realised by deduction in Establishment pay bills. ..	24
" 43	Schedule of subscription to State Provident Fund.	24
" 51	Statement of deductions on account of Income tax (Gazetted officers). ..	Discontinued.
" ..	Life Insurance Premia deductions (Gazetted Officers).	2 books.
" ..	Provident Fund deduction forms. -do-	1 book.
" ..	Application for leave of Gazetted officers.	(please see common forms.)
S.P.F.6	State Provident Fund Advance. ..	4 copies.
Finl.2	Challan for payment of money into Treasury.	1 book.
" 18B	Acquittance roll of permanent and temporary establishment. ..	1 book.
" 24	Classified cash book and ledger. .	1 book.
" 34	Statement of recoveries made in salary bills on account of motor car, etc., advances.	24 copies.
" 31	Re-appropriation statements.	10

COUNTERSIGNED

Bangalore,
Dated 12th Dec. 1940.

SECRETARY,
PUBLIC COMMITTEE.

(sd) K. Dwaiswamier
Chief INSPECTOR OF MINES AND EXPLOSIVES.

DRS.

chief 5

Standard list of Common forms required by the Inspector of Mines and Explosives in Mysore Oorgaum, (K.G.F.).

Sl. No.	Sl.No. in list.	Name of form.	Quantity required.	Period of supply.
1.	1	Acknowledgment cards.	(Note printed).	
2.	2	Acknowledgment forms.	500	
3.	3	Acquittance roll books.	(Included under Finl. forms.)	
4.	4	Application of Privilage leave of Ministerial Officers.	10	
5.	5	- do- (Gazetted Officers).	12	
6.	7	Attendance registers.	1	On requisition.
7.	8	Badami Covers. (big)	Covers are not printed printed and supplied as per Government order.	
8.	9	-do- (small).		
9.	11	Bundle slips.		
10.	12	Cartridge covers (big).		
11.	13	- do - (small).		
12.	14	Cash bill books.	1	On requisition.
13.	15	Casual Leave register.	1	- Do -
14.	16	Character book.	5	- do -
15.	17	Character report form for Gazetted officers.	5 yearly.	
16.	18	Confidential covers.	Not printed and supplied as per Government orders.	
17.	19	- do - cards.		
18.	20	- do - slips.		
19.	21	Covering memo to send bills for audit.	50 yearly.	
20.	23	C.M.B. statement forms A to L.	12 of each (yearly).	
21.	24	- do - C 1 to 4.	12 of each (yearly).	
22.	25	Docket forms (big)	500 yearly	
23.	29	- do - (small)	500 "	
24.	30	D.O. letter Heads (big)	500 Blank paper to be sent by the department.	
25.	31	- do - (small)	500	
26.	32	D.O. covers (big)	100 yearly.	
27.	33	D.O. covers (small)	200 "	
28.	34	D.O. covers (foolscap)	50 "	
29.	35	D.O. covers (demy)	50 "	

Sl. No.	Sl. No. in list.	Name of forms.	Quantity required	Period of supply.
30.	36	Draft for approval (big)	50	yearly
31.	37	- do - (small)	100	"
32.	38	Draft letter forms.	500	"
33.	39	Draft continuation forms.	250	"
34.	43	Endorsement Cards (Eng.).	Not printed.	
35.	45	- do - forms. (Eng).	300	
36.	47	Facing sheet forms.	Not printed.	
37.	48	File covers.	Lots printed	
38.	49	File facing sheets.	300	
39.	52	Form issue books.	1	On requisition.
40.	53	Form Receipt books.	1	- do -
41.	54	"Dro" Registers.	5	yearly
42.	55	Immediate cards.	5	"
43.	56	Immediate slips.	25	"
44.	57	Index slips.	50	"
45.	58	Index registers.	1	on requisition.
46.	59	Interview pads.	3	Yearly.
47.	60	Invoice books.	1	on requisition.
48.	61	Letter heads (big)	2,000	) Common letter) heads not suitable
49.	62	- do - (small)	3,000	) for this Dept.
50.	64	Memo books (big)	Not printed.	
51.	65	Memo books (small).	Not printed.	
52.	67	Memorandum forms.	200	yearly.
53.	70	Note forms.	300	"
54.	71	Note continuation forms.	200	"
55.	72	Note for Orders (big).	) Same as	
56.	73	Note for orders (small).	) No.54 and 55.	
57.	74	Note for orders continuation sheets.	)	
58.	75	Notification forms.	Not supplied to subordinate officer.	
59.	76	Order books.	1	yearly.
	78	Packet slips.	Not printed.	
60.	79	Peons' Delivery books.	2	yearly.
61.	80	Proceedings forms (big)	Not required.	

Sl. No.	Sl. No. in list.	Name of forms.	Quantity required	Period of supply.
62.	81	Proceedin s forms (small).	Not required.	
63.	84	Register of recovery of Advances.	1	On requisition.
64.	85	Register of Recovery of Court Attachment.	Same as No.63.	
65.	86	Regi of other recoveries.	1	on requisition.
66.	87	Remi ards (Eng.)	Not printed.	
67.	88	Re inde ms (.)	200	yearly.
68.	91	Requisitio books.	1	on requisitio .
69.	92	Requisition slips.	100	yearly
70.	95	Service Post cards.	100	"
71.	96	Short-hand note books.	6	"
72.	98	Stationery Issue books.	1	on requisition.
73.	99	Stationery Receipt book.	1	- do -
74.	100	Tappal book.	Please see Sl.No.60.	
75.	101	Telegram Message books.	1	on requisition.
76.	102	" Confirmation books.	1	- do -
77.	103	"To" registers.	4	yearly.
78.	104	Urgent pads.	5	"
79.	105	" slips.	25	"
80.	106	Visitors' bookx.	1	On requisition.

COUNTERSIGNED

(sd) K. Duraiswamier

Bangalore,
Dated 12th Dec. 1940.

SECRETARY,
PRESS COMMITTEE.

Chief INSPECTOR OF MINES &
EXPLOSIVES.

DRS.

G. R. S. App. F VI—G. 2]

SUBJECT.....

.....

.....

Diary No. of letter replied to .....

Section D&S.

File No. 70-40

Serial No. 20

General and Revenue Secretariat

( )

the 19 .

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue..... 22/2 19

Signed by ..... M'esse

Read—

Letter No. P.C. 227 & 13.1.41 from the Secy. Press Committee, Bangalore Submitting for Sanction of Govt in duplicate three standard lists of departmental, financial & Common forms required by the Mines & Explosives department, duly countersigned by the Chief Inspector of Mines & Explosives in Mysore

May this be—

(i) printed?

(ii) treated as a standing order?

(iii) published in the Gazette, English Part?

(iv) translated?

(v) placed at the disposal of the Press?

(vi) published in the Gazette, Kannada Part?

order. No 7 6189-91

Sanctioned.

Supdt. Govt. Printing & Secy. Press Committee (with one copy each of the lists)

Controller of Govt.

Chief Inspector of M. & E.

By Dy Secy to Govt.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

9

Read :—

Letter No.P.C.227 dated 13th January 1941 from the Secretary, Press Committee, Bangalore submitting for sanction of Government in duplicate three standard lists of departmental, financial and common forms required by the Mines and Explosives Department, duly countersigned by the Chief Inspector of Mines an Explosives in Mysore.

ORDER NO. A7 6189-91 Pts. 2

Dated, Bangalore, the 22 February 1941.

SANCTIONED.

C. V. Srinivasa Char

For Secretary to Government,
Development Department.

To

The Superintendent, Government Printing and Secretary, Press Committee (with one copy each of the lists)
The Comptroller to Government.
The Chief Inspector of Mines and Explosives

mk.4